



January 2017

Dear Parents

On Tuesday 10th and Wednesday 11th January we shall be holding our Parents Evening. The purpose of the evening is to discuss your child's school progress, their learning targets for the spring term and how we can work together to ensure the children achieve their potential.

The evenings will be organised as follows:-

- ❖ Meetings will last for a maximum 10 minutes. For other matters, please arrange to see your child's class teacher at another time. It matters that we keep to time to avoid holding up other parents.
- ❖ Appointments can be made for between 3.45pm and 6.45pm. Please indicate your preferred time by returning the proforma below to your child's class teacher. The teacher will then confirm this time or give you an alternative as close to your request as possible.
- ❖ A member of staff will be in the hall throughout the evening with more information about how we assess pupils' learning.
- ❖ **Parents who do not attend will be contacted to arrange an appointment.**

We have a tradition of good attendance and I would like to stress the importance of continuing this trend.

Yours sincerely

Mrs S-A Sinclair
Headteacher

Pinfold Street Primary School

Child name _____ Class _____

I would like an appointment at the following day and time: _____

Signed (parent/guardian)